

GRADING PACKET

OC Planning



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www.ocplanning.net



ocpCustomerCare@ocpw.ocgov.com





Permit Application

County of Orange

Today's Date: _____

Permit #: _____

TYPE OF PERMIT

- | | |
|--|--|
| <input type="checkbox"/> RESIDENTIAL (RS) | <input type="checkbox"/> COMMERCIAL (NR) |
| <input type="checkbox"/> SWIMMING POOL/SPA (SW/SA) | <input type="checkbox"/> ELECTRICAL (EL) |
| <input type="checkbox"/> MECHANICAL (ME) | <input type="checkbox"/> PLUMBING (PB) |
| <input type="checkbox"/> GRADING (GA/GB) | <input type="checkbox"/> SIGN (SB), SOLAR (SL) |
| <input type="checkbox"/> RETAINING WALL
(Separate attachment required for multiple wall submittal) (RW) | <input type="checkbox"/> Non-Structural (EL, PB, ME Combo) |
| | <input type="checkbox"/> DEMOLITION (DM) |

PROJECT INFORMATION

Address of Project: _____

Address

City

Zip

Location of Site (Decimal Degrees): _____ / _____ Example: 33.687 / -117.786

Latitude

Longitude

Latitude

Longitude

Owner Name: _____ Phone Number: _____

Owner Address: _____

Address

City

Zip

Current Permits: _____

Contractor: _____ License #: _____

Address: _____ Phone Number: _____

Agent/Contact Person *: _____ Affiliation: _____

Phone Number: _____ Fax: _____ Email: _____

Job Description: _____

STRUCTURE SIZE: _____ / _____ / _____

Total

1st floor

2nd floor

3rd floor

GARAGE SIZE SQUARE FEET: _____ SITE ACREAGE: _____

ARCHITECT: _____ / _____ / _____

Name

Lic#:

Street #

Area City

Phone Number

ENGINEER: _____ / _____ / _____

Name

Lic#:

Street #

Area City

Phone Number

SOILS ENGINEER: _____ / _____ / _____

Name

Lic#:

Street #

Area City

Phone Number

* If different than owner, owner must sign & certify that they want this person/agent to serve as the designated contact of this application.

STAFF USE ONLY☐ OTC ☐ PLAN CHECK ☐ PLANNING APPLICATION**SETBACKS**

ZONING: _____ ☐ FP ☐ Coastal ACTUAL: _____ REQ'D: _____

APN#: _____ FRONT _____

LEGAL: _____ SIDE (R) _____

PA/CP: _____ ☐ Required SIDE (L) _____

PLANNER'S NAME: _____ REAR _____

Applicable to Grading Permits ONLY

ENGINEER GEOLOGIST: _____ / _____ / _____ / _____ / _____
 Name Lic#: Street # Area City Phone Number

CUT: _____ FILL: _____ EXPORT: _____

CUBIC YARDAGE: _____

SITE ACREAGE: _____ WDID: _____ NOI: _____

TOTAL SITE ACREAGE: _____ DISTURBED SITE ACREAGE: _____

CAL/OSHA REQUIREMENTS (CHECK APPLICABLE BOX)

- ☐ I am the owner-builder and exempt from State permit requirements.
- ☐ I acknowledge that I must submit proof of issuance of CAL/OSHA permit for the project.
- ☐ The project does not require a CAL/OSHA permit, based upon the criteria on the reverse side of this sheet.

Applicable to Sign Permits ONLY:

TENANT/BUSINESS NAME: _____

OCCUPANCY PERMIT NUMBER: _____

SIGNAGE DETAIL: ☐ Wall Sign ☐ Freestanding ☐ Single Face ☐ Double Face ☐ Illuminated ☐ Non-Illuminated

Height: _____ Length: _____ Sq Ft: _____ Ground Clearance: _____

ADDITIONAL INFORMATION: _____

DECLARATION:

I declare that the foregoing is a true and correct to the best of my knowledge. I understand that an incorrect answer will cause delay to inspection approval and issuance of a stop-work order.

Print Name_____
Signature_____
Date



Designation of Financially Responsible Party

County of Orange

As stated in the Board-approved Ordinance, the County's Planning Department operates by using a time-and-material based deposit and fee structure for plan check, inspection, and planning services. Thus, it is required that each permit or record maintained by Planning have a Financially Responsible Party (FRP) identified.

Per the County Ordinance, the FRP and the owner will receive all official communications regarding fiscal matters, including notices of low balances and additional requests for deposits and copies of permits, and will also receive any refunds, if applicable. Once the FRP is identified, a confirmation notice will be sent in which the named FRP will have 10 days to notify the County of any errors. If the designation is contested, all work on the permit(s) may be stopped until this issue is resolved.

Permit / Record # (s)

As the ☐ Applicant ☐ Owner ☐ Contractor ☐ Other (specify) _____, I designate the Financially Responsible Party to be: _____.

Contact Person/Agent of this application to be: _____.

☐ Applicant ☐ Owner ☐ Contractor ☐ Other _____

Name _____

Company / Business Name _____

Address _____

City, State, Zip _____

Phone # _____

Email Address _____

PRINT NAME

SIGNATURE

DATE

County Use Only

☐ New Application

☐ Revision to Current Application

Received by: _____

Date: _____

Role Updated in APPS: _____



Grading Transmittal

Application Attachment

County of Orange

This section must be completed by County Property Permits Division when making an initial Grading Plan Check Application.

- ☐ Permit Not Required
- ☐ Permit for Encroachment is Required/ Application has been submitted
- ☐ No Decision -Submit Additional Information

County Property Permits Representative:

_____ Date: _____

Date: _____

Submitted to: _____

Santa Ana/S.C.R.B.

Attn: _____

Received by: _____

Grading Permit/Plan Check Number: _____

Site Address: _____

Owner(s): _____

Tract # (Tentative or Final) _____ Lot(s) #: _____

Submitting:	<input type="checkbox"/> Plans	# of Copies	_____	Type	_____
	<input type="checkbox"/> Geotech Reports	# of Copies	_____	Type	_____
	<input type="checkbox"/> BMP Exhibit	# of Copies	_____	(From Your WQMP)	
	<input type="checkbox"/> Clearances	# of Copies	_____	Type	_____

SUBMITTING FOR:

- | | |
|---|--|
| <input type="checkbox"/> Precise Grading Permit Application | <input type="checkbox"/> Plan Check |
| <input type="checkbox"/> Geotechnical Report Review | <input type="checkbox"/> Permitted Project |
| <input type="checkbox"/> Preliminary Grading Permit Application | <input type="checkbox"/> Response to Geotechnical Review |
| <input type="checkbox"/> Grading Plan Recheck | <input type="checkbox"/> Building Permit Application |
| <input type="checkbox"/> Permitted Grading Plan Revision | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Information for Permitted Project | _____ |

TITLE AND DATE OF EACH ITEM SUBMITTED:

1. _____
2. _____
3. _____
4. _____

Contact Person: _____ Phone #: _____

Firm: _____



Grading Plan Check Submittal

County of Orange

DPC CHECKLIST FOR MINIMUM STANDARD REQUIREMENTS

Grading Plan Submittal Requirements:

- ☐ Provide seven **(7)** sets of grading plans with wet ink signatures
(At the time the permit is issued, all sheets must be signed and stamped by the responsible Engineer)
- ☐ Provide three **(3)** complete sets of soil reports with wet ink signatures
(Report or addendum letter cannot be over six (6) months old)
- ☐ Provide seven **(7)** copies of Erosion and Sediment Control Plans (ESCP) including backup calculations and data
- ☐ Provide three **(3)** copies of BMP Exhibit from approved Water Quality Management Plan (WQMP) *(unless exempt)*
- ☐ Provide initial deposit required at the time of submittal for plan check that is based on the volume of cubic yards moved, whichever is greater cut or fill

Minimum Required Information That Must Be Shown on the Plans:

- ☐ Owner's name, address and telephone number
- ☐ Preparer of the Plans: name, address and telephone number *(see Item 1 above)*
- ☐ If involved with the project: name, address and telephone number of the Civil Engineer, Architect, Soils Engineer, Engineering Geologist, Archeologist and Paleontologist
- ☐ Assigned project address, complete legal description; show all easements
- ☐ Building footprint *(for Precise Permit Application)*; street width and centerline
- ☐ All existing construction on and/or abutting properties within fifteen **(15)** feet of property lines.
- ☐ Type of abutting properties, public or private and uses thereon
- ☐ North arrow, scale, grading legend, vicinity map and all approved grading notes
- ☐ Bench Mark and Basis of Bearing
- ☐ Existing topography with contour lines or sufficient spot elevations accurately showing existing conditions extending fifteen **(15)** feet beyond the property lines
- ☐ Proposed topography with proposed contour lines
- ☐ Proposed flow lines and details of all drainage structures
- ☐ The plans shall be of sufficient scale to be easily legible with normal vision
- ☐ The size of the plans shall be no larger than **36** inches by **42** inches

Minimum Clearances Required Prior to Permit Issuance:

(Applicants are responsible for obtaining proper clearance from all Departments)

There may be other clearances required by the State or other agencies depending on the scope and project location.

- ☐ OCPDS – Tract Section/Subdivision Clearance
- ☐ OCPW – County Public Property Permits
- ☐ OCPDS – Tract Section/Traffic Studies Clearance
- ☐ OCPDS – Development Planning/Current Planning Clearances
- ☐ OCPDS – Environmental Clearance
- ☐ OCPDS – Water Quality Management Plan Approval and Clearance
- ☐ OCFA – Fire Authority Clearance
- ☐ CRIFAP – Fire Ant Clearance *(State of California Requirement)*

Project Name: _____

Parcel #/Tract #: _____

The above required items have been submitted for building plan check.*

DPC Staff

Date

***Note:** Incomplete submittals will not be accepted.



Grading Notes

County of Orange

Circle notes must be shown as worded, on the full-sized sheet of the grading

1. All work shall be in accordance with the Grading Code of the County of Orange, and any special requirements of the permit. A copy of the Grading Code and Manual shall be retained on the job site while work is in progress. When referenced on the plans, a copy of OC Public Works Standard Plans shall also be retained on the site.
2. Grading shall not be started without first notifying the District Grading Inspector. A pre-grading meeting on the site is required before start of grading with the following people present:
 - Owner
 - Grading Contractor
 - Design Civil Engineer
 - Soil Engineer
 - Engineering Geologist
 - District Grading Inspector
 - When required Archaeologist and Paleontologist

The required inspections for grading will be explained at the meeting.

3. Issuance of a grading permit does not eliminate the need for permits from other agencies with regulatory responsibilities for construction activities associated with the work authorized on this plan.
4. The Grading Permit and an approved copy of the grading Plan shall be on the permitted site while work is in progress.
5. Preliminary soil and geology reports, and all subsequent reports as approved by OC Planning, Grading Section, are considered a part of the approved grading plan.
6. The Soil Engineer and Engineering Geologist shall perform sufficient inspections and be available during grading and construction to verify compliance with the plans, specifications and the Code within their purview.
7. The Civil Engineer shall be available during grading to verify compliance with the plans, specifications and the Code within their purview.
8. The Soil Engineer and Engineering Geologist shall, after clearing and prior to placement of fill in canyons, inspect each canyon for areas of adverse stability, and to determine the presence or absence of subsurface water or spring flow.
9. Subdrain outlets shall be complete at the beginning of the subdrain construction.
10. The exact location of the subdrains shall be surveyed in the field for line/grade as shown on as-graded plans.

- 11.** Areas to receive fill shall be properly prepared and approved in writing by the Soil Engineer and the Building Official prior to placing fill.
- 12.** Fills shall be benched into competent material per OC Public Works Standard Plan # 1322.
- 13.** All existing fills shall be approved by the Building Official or removed prior to placing additional fills.
- 14.** Fills shall be compacted throughout to a minimum of 90% relative compaction. Aggregate base for asphaltic areas shall be compacted to minimum of 95% relative compaction. Maximum density shall be determined by Uniform Building Code Standard go 70-1 or approved equivalent and field density by Uniform Building Code # 70-2 or approved equivalent.
- 15.** Cut and fill slopes shall be no steeper than 2-feet horizontal to 1-foot vertical (2:1) except where specifically approved otherwise.
- 16.** All cut slopes shall be investigated both during and after grading by the Engineering Geologist to determine if any slope stability problems exist. Should excavation disclose any geological hazards or potential geological hazards, the Engineering Geologist shall submit recommended treatment to the Building Official for approval.
- 17.** Where support or buttressing of cut and natural slopes is determined necessary by the Engineering Geologist and Soil Engineer, the Soil Engineer shall submit design, locations and calculations to the Building Official prior to construction. The Engineering Geologist and Soil Engineer shall inspect and control the construction of the buttressing and certify to the stability of the slope and adjacent structures upon completion.
- 18.** When cut pads are brought to near grade, the Engineering Geologist shall determine if the bedrock is extensively fractured or faulted, and will readily transmit water. If considered necessary by the Engineering Geologist and Soil Engineer, a compacted fill blanket will be placed.
- 19.** All trench backfill shall be tested and approved by the Soil Engineer pre the Grading Code.
- 20.** Any existing irrigation lines and cisterns shall be removed or crushed in place and approved by the Building Official and Soil Engineer.
- 21.** Any existing water wells shall be abandoned and compliance with specification approved by Orange County Health Care Agency and Division of Environmental Health.
- 22.** Any existing cesspools of septic tanks shall be abandoned in compliance with the Uniform Plumbing Code to the approval of OC Planning / Building Inspections.
- 23.** Stockpiling of excess material shall be approved by the Building Official prior to excavation.
- 24.** Export soil must be transported to a legal dump or to a permitted site approved by the District Building Inspector.

25. The permittee shall comply with the Grading Code requirements for haul routes when an excess of 5,000 cubic yards of earth is transported to or from a permitted site on a public roadways.
26. The permittee is responsible for dust control measures.
27. The permittee shall give reasonable notice to the owner of adjoining lands and building prior to beginning excavations which may affect the lateral and subjacent support of the adjoining property. The notice shall state the intended depth of excavation and when the excavation will commence. The adjoining owner shall be allowed at least 30 days and reasonable access on the permitted property to protect his structure, if he so desires, unless other wise protected by law.
28. All concrete structures that come in contact with the on-site soils shall be constructed with Type V cement, unless deemed unnecessary by soluble sulfate-content tests conducted by the Soil Engineer.
29. Slopes exceeding 5 feet in height shall be planted with an approved plant material. In addition, slopes exceeding 15 feet in height shall be provided with an approved irrigation system, unless otherwise approved by the Building Official.
30. All existing drainage courses through this site shall remain open until facilities to handle storm water are approved and functional, however, in any case, the permittee shall be held liable for any damage due to obstructing natural drainage patterns.
31. Sanitary facilities shall be maintained on site
32. The location and protection of all utilities is the responsibility of the permittee.
33. Approved protective measures and temporary drainage provisions shall be used to protect adjoining properties during grading.
34. Grading operations including maintenance of equipment within one-mile of a human occupancy shall not be conducted between the hours of 8:00 pm and 7:00 am daily, on Sunday or on a Federal Holiday.
 - a. All construction vehicles or equipment, fixed or mobile, operated within 1000 feet of a dwelling shall be equipped with properly operation and maintained mufflers.
 - b. All operations shall comply with Orange County Codified Ordinance Division 6 (Noise Control).
 - c. Stockpiling and/or vehicle staging areas shall be located as far as practical from dwellings and within the limits of the grading permit.
35. Grading and excavation shall be halted during periods of high winds. According to AQMD Measure F-4, high winds are defined as 30 MPH or greater. This level occurs only under extreme condition such as Santa Ana Wind conditions.

36. Asphalt sections must be per Code: Parking stall – 3" A/C over 6" A/B, Drives 3" A/C over 10" (Commercial) 12" (Industrial). Or: Prior to rough grade release for Building Permits by the District Grading Inspector, the Soil Engineer shall submit for approval pavement section recommendations base on "R" value analysis of the sub-grade soils, and expected traffic indices.
37. Asphalt concrete shall be constructed per the requirements of OC Public Works Standard Plan # 1805.
38. Aggregate base section shall be constructed per OC Public Works Standard Plan # 1804.
39. Roof gutters shall be installed to prevent roof drainage from falling on manufactured slopes.
40. Civil Engineer, as a Condition of rough grade approval, shall provide a blue top with accompanying witness stake, set at the center of each pad reflecting the pad elevation for precise permits, and blue top with witness stake set at the drainage swale high-point reflecting the high point elevation of Preliminary Permits.
41. Prior to final approval, the Civil Engineer shall certify to the Building Official the amount of earth moved during the grading operation.
42. The Engineering Geologist shall perform periodic inspections and submit a complete report and mop upon completion of the rough grading.
43. The Engineering Geologist shall perform periodic inspections and submit a complete report and map upon completion of the rough grading.
44. The Grading Contractor shall submit a statement of compliance to the approved Grading Plan prior to final approval.
45. The compaction report and approval from Soil Engineer shall indicate the type of field testing performed. The method of obtaining the in-place density shall be identified whether sand cone, drive ring or nuclear, and shall be noted for each test. Sufficient maximum density determinations shall be performed to verify accuracy of the maximum density curves used by the Field Technician.
46. In the event that soil contamination is discovered during excavation and removal of an existing tank, work shall be stopped until a site assessment and mitigation plan has been prepared, submitted and approved by the Orange County Health Care Agency/Environmental Health and OC Planning/Grading.

EROSION CONTROL

47. In the case of emergency, call:
Telephone #: _____
Work Telephone #: _____
Home Telephone #: _____
48. Erosion control devices shall not be moved or modified without the approval of the Building Official.

49. All removable erosion protective devices shall be in place at the end of each working day when the 5-Day Rain Probability Forecast exceeds 40%,
50. After a rainstorm, all silt and debris shall be removed from streets, check berms and basins.
51. Graded areas of the permitted area perimeter must drain away from face slopes at the conclusion of each working day. Drainage is to be directed towards desilting facilities.
52. The permittee and contractor shall be responsible and shall take necessary precautions to prevent public trespass onto areas where impounded water creates a hazardous condition.
53. The permittee and contractor shall inspect the erosion control work and insure that the work is in accordance with the approved plan.

ENVIRONMENTAL NOTES

54. The permittee shall notify all general contractors, subcontractors, material suppliers, lessees and property owners that dumping of chemicals into the storm drain system or watershed is prohibited.
55. Permittee shall maintain construction site in a condition that anticipated storm does not carry wastes or pollutants off the site. Potential pollutants include but are not limited to: solid or liquid chemical spills, wastes from paint, stains, sealants, glues, limes, pesticides herbicides, wood preservatives and solvents; asbestos fibers, paint flakes or stucco fragments; fuels, oils, lubricants, and hydraulic, radiator or battery fluids; fertilizers, vehicle/equipment wash water and concrete wash water; concrete, detergent or floatable wastes; wastes from any engine/equipment steam cleaning or chemical degreasing and super chlorinated potable water line flushing.

During construction, permittee shall dispose of such materials in a specified and controlled temporary area on-site, physically separated from potential storm water runoff, with ultimate dispose in accordance with local, state and federal requirements.

56. Permittee may discharge material other than storm water only when necessary for performance and completion of construction practices and where they do not: cause or contribute to a violation of any water quality standard; cause or threaten to cause pollution, contamination or nuisance; or contain a hazardous substance in a quantity reportable under Federal Regulation 40 CFR, Parts 117 and 302.
57. Dewatering of contaminated groundwater or discharging contaminated soils via surface erosion is prohibited. Dewatering of non-contaminated groundwater requires a National Pollutant Discharge Elimination System Permit from the respective State Regional water Quality Control Board.

58. SPECIAL NOTE:

“Survey monuments shall be preserved and referenced before construction and replaced after construction pursuant to Section 8771 of the Business and Professional Code.”



Negotiable Instruments

County of Orange

Notes must be shown as worded, on the title sheet of the plan.

1. In the case of emergency, call _____
at Work Phone # _____
or Home Phone # _____
2. Sediment from areas disturbed by construction shall be retained on site using structural controls to the maximum extent practicable.
3. Stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tacking, or wind.
4. Appropriate BMP's for construction-related materials, wastes, spills shall be implemented to minimize transport from the site to streets, drainage facilities, or adjoining properties by wind or runoff.
5. Runoff from equipment and vehicle washing shall be contained at construction sites unless treated to reduce or remove sediment and other pollutants.
6. All construction contractor and subcontractor personnel are to be made aware of the required best management practices and good housekeeping measures for the project site and any associated construction staging areas.
7. At the end of each day of construction activity all construction debris and waste materials shall be collected and properly disposed in trash or recycle bins.
8. Construction sites shall be maintained in such a condition that an anticipated storm does not carry wastes or pollutants off the site. Discharges of material other than storm water only when necessary for performance and completion of construction practices and where they do not: cause or contribute to a violation of any water quality standard; cause or threaten to cause pollution, contamination, or nuisance; or contain a hazardous substance in a quantity reportable under Federal Regulations 40 CFR Parts 117 and 302.
9. Potential pollutants include but are not limited to: solid or liquid chemical spills; wastes from paints, stains, sealants, glues, limes, pesticides, herbicides, wood preservatives and solvents; asbestos fibers, paint flakes or stucco fragments; fuels, oils, lubricants, and hydraulic, radiator or battery fluids; fertilizers, vehicle/equipment wash water and concrete wash water; concrete, detergent or floatable wastes; wastes from any engine/equipment steam cleaning or chemical degreasing and superchlorinated potable water line flushing.

During construction, permittee shall dispose of such materials in a specified and controlled temporary area on-site, physically separated from potential storm water runoff, with ultimate disposal in accordance with local, state and federal requirements.

10. Dewatering of contaminated groundwater or discharging contaminated soils via surface erosion is prohibited. Dewatering of non-contaminated groundwater requires a National Pollutant Discharge Elimination System Permit from the respective State Regional Water Quality Control Board.
11. Graded areas on the permitted area perimeter must drain away from the face of slopes at the conclusion of each working day. Drainage is to be directed toward desilting facilities.
12. The permittee and contractor shall be responsible and shall take necessary precautions to prevent public trespass onto areas where impounded water creates a hazardous condition.
13. The permittee and contractor shall inspect the erosion control work and insure that the work is in accordance with the approved plans.
14. The permittee shall notify all general contractors, subcontractors, material suppliers, lessees, and property owners: that dumping of chemicals into the storm drain system or the watershed is prohibited.
15. Equipment and workers for emergency work shall be made available at all times during the rainy season. Necessary materials shall be available on site and stockpiled at convenient locations to facilitate rapid construction of temporary devices when rain is imminent.
16. All removable erosion protective devices shall be in place at the end of each working day when the 5-Day Rain Probability Forecast exceeds 40%.
17. Sediments from areas disturbed by construction shall be retained on site using an effective combination of erosion and sediment controls to the maximum extent practicable, and stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tracking, or wind.
18. Appropriate BMPs for construction-related materials, wastes, spills or residues shall be implemented and retained on site to minimize transport from the site to streets, drainage facilities, or adjoining property by wind or runoff.



Negotiable Instruments

County of Orange

Irrevocable Letter of Credit

I. PERFORMANCE GUARANTEES ARE: LETTERS OF CREDIT
CERTIFICATES OF DEPOSIT
(CD'S)

II. INSTRUCTIONS FOR LETTERS OF CREDIT:

- a) The County of Orange is the beneficiary
- b) It should have an automatic extension clause
- c) Must be on a local bank or institution
- d) Must be accompanied by Minute Order except when accepting grading
- e) Must be accompanied by notarization for signature of assignor
- f) Must be accompanied by a notarization for signature of authorized officer of bank or institution
- g) Amount in figures should match the amount listed in words

III. INSTRUCTIONS FOR CERTIFICATES OF DEPOSIT:

- a) The County of Orange is the beneficiary or assignee
- b) Must be accompanied by a Certificate of Deposit Assignment which has to be notarized
- c) Must be on a local bank or institution
- d) Minimum maturity date shown on certificate shall be six (6) months
- e) Face of certificate needs to state funds will be automatically rolled over after maturity date
- f) Amount in figures must match with amount listed in words



Irrevocable Letter of Credit Sample

County of Orange

(Bank Name and Address)

To: County of Orange
Planning & Development Services
300 North Flower Street
Santa Ana, CA 92703-5000

Date: _____
Credit #: _____
Amount (U.S.): _____

Gentleman:

At the request of ("the Customer"), ("the Bank" *) hereby establishes in your favor an Irrevocable Letter of Credit (the "Credit") for a total amount of U.S. \$_____ available by your sight draft, drawn on (the "Bank") expiring (Date**) unless automatically renewed as herein provided.

This Letter of Credit shall be automatically extended for additional periods of one year from the present or future expiration date, unless we notify you and (the "Customer") via courier or certified mail at least one hundred and twenty (120) calendar days prior to the then expiration date that we have elected not to renew this Letter of Credit by presentation of the documents mentioned herein.

This Credit is issued in connection n with the obligation of the (the "Customer") for grading and pertinent improvements to property located at:

Address: _____

City: _____ Zip Code: _____

within the County of Orange, California. A drawing under this Credit shall be made by you presenting to us this Letter of Credit, and a demand in writing signed by a person who had been duly authorized to sign on your behalf.

Said demand shall refer to this Credit by the above number, shall state that amount demanded and shall certify one of the following:

- a) That the customer has failed to comply with the conditions of the Grading permit, after fifteen (15) days written notice to the customer demanding compliance with the conditions of said permit or,
- b) The work authorized by the above permit has been left in a hazardous condition for,
- c) The work remains incomplete and the County of Orange has received notice that we have elected not to renew this Letter of Credit.

Upon receipt of said documents, we shall pay to you the amount stated in the said demand to be payable to you without inquiring whether you have a right to such amount as/between yourself and the customer, provided that such amount, together with other amounts paid to you under this Credit, if any, do not exceed in the aggregate amount of the Credit.

This credit shall be terminated upon receipt of your letter certifying that the subject grading has been completed in a satisfactory manner.

(Bank)

BY:

(Authorized Representative)

Notary Required

*Must be a California Bank **Must be at least two (2) years from date of issuance



Negotiable Instruments

County of Orange

Certificate of Deposit Assignment

I. PERFORMANCE GUARANTEES ARE: LETTERS OF CREDIT
CERTIFICATES OF DEPOSIT
(CD'S)

II. INSTRUCTIONS FOR LETTERS OF CREDIT:

- a) The County of Orange is the beneficiary
- b) It should have an automatic extension clause
- c) Must be on a local bank or institution
- d) Must be accompanied by Minute Order except when accepting grading
- e) Must be accompanied by notarization for signature of assignor
- f) Must be accompanied by a notarization for signature of authorized officer of bank or institution
- g) Amount in figures should match the amount listed in words

III. INSTRUCTIONS FOR CERTIFICATES OF DEPOSIT:

- a) The County of Orange is the beneficiary or assignee
- b) Must be accompanied by a Certificate of Deposit Assignment which has to be notarized
- c) Must be on a local bank or institution
- d) Minimum maturity date shown on certificate shall be six (6) months
- e) Face of certificate needs to state funds will be automatically rolled over after maturity date
- f) Amount in figures must match with amount listed in words



Certificate of Deposit Assignment

County of Orange

_____, hereinafter called ASSIGNOR, whose address is
NAME OF APPLICANT

_____, does hereby assign and set over to the
ADDRESS OF APPLICANT

County of Orange as ASSIGNEE, all right, title and interest of whatever nature, of assignor, in and to the insured account of the assignor in the _____ evidenced by Time Certificate of Deposit
BANK/SAVINGS & LOAN ASSOCIATES

In the amount of \$ _____, which is delivered to Assignee herewith.

Assignor agrees that this assignment carries with it the right in the insurance of the account by the

_____, and includes and give the right to the Assignee to redeem, collect,
APPROPRIATE FEDERAL INSURANCE AGENCY

and withdraw the full amount of such account at any time without notice of the Assignor. Assignor agrees that this assignment is given as security for the following:

Completion of **Grading** and **On-site Drainage Improvements** under **Grading Permit #** _____

at _____, and that the Assignee may,
PROJECT ADDRESS

without notice to Assignor, redeem, collect, and withdraw the account for the purpose of having not fulfilled

the above agreement. Assignor hereby notifies the above-named

of the assignment

Dated : _____
MONTH DAY YEAR

SIGNATURE OF ASSIGNOR

Grading Permit #: _____

Certificate #: _____

Place Notary Seal -- Assignor

RECEIPT FOR NOTICE OF ASSIGNMENT

Receipt is hereby acknowledged to the Assignee of written notice of the Assignment to said Assignee of the account and Certificate identified above. We have noted in our records the Assignee's interest in said account as shown by the above assignment and have retained a copy of this document. We hereby certify that we have received no notice of lien, encumbrance, hold, claim or obligation of the above-identified account prior to the assignment to the Assignee. We agree to make payment to the Assignee upon request.

Dated : _____
MONTH DAY YEAR

BANK OR SAVING & LOAN ASSOCIATES

AUTHORIZED OFFICER

Place Notary Seal - Bank Officer



Grading Permit Security Requirements

County of Orange

GRADING PERMIT SURETY BOND FORM

I. INSTRUCTION FOR COMPLETING GRADING PERMIT SURETY BOND FORM:

- a) Fill in name of Principal, Surety Company, State of Surety Company incorporation and bond amount in the designated spaces
- b) Fill in Grading Permit Number (same number as Grading Plan)
- c) Fill in project address including tract and lot number or parcel number, and parcel, if applicable
- d) Date form is signed and sealed
- e) Attach acknowledgements (see below)

II. ACKNOWLEDGEMENTS REQUIRED:

- a) Notarization for signature of Principal and/or signature of authorized officer of Principal
- b) Notarization for signature of Attorney-In-Fact of Surety

III. DEFINITIONS:

Principal – Person or corporation apply for Grading Permit

Surety – Corporation authorized to transact surety business in the State of California

Grading Permit – A six digit number prefixed by GA or GB

Property – Property identification indicating the job address where proposed work is to be performed under the grading permit

Building Official – The County of Orange Building Official or his authorized Deputy



Grading Permit Surety Bond

County of Orange

PRINCIPAL: _____

CA #: _____

KNOW ALL MEN BY THESE PRESENTS:

That we, _____
of _____ California, as

MAILING ADDRESS OF PRINCIPAL, INCLUDING ZIP CODE

principal, and _____
a corporation, as surety, are held and firmly bound unto the County of Orange, a municipal
corporation of the State of California in the sum of, _____
\$ _____, lawful money of the United States, for the payment of which well and truly to
be made bind ourselves, jointly and severally, firmly by these presents.

Signed, sealed and dated this _____ day of _____, 20 _____

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT:

WHEREAS, the said Principal above names is the applicant under Grading Permit # _____
of the County of Orange, California for grading, on the following described property:

Legal Address of property covered by this bond/ Legal Description:

NOW THEREFORE, IT IS AGREED that if the Principal shall:

- a) Comply with all of the provisions of the Orange County Grading and Excavation Code and other applicable laws and ordinances;
- b) Comply with all terms and condition of the permit to the satisfaction of the Building Official;
- c) Complete all work contemplated under the said permit within the time limit specified in the permit, and any extensions(s) thereof; and
- d) Reimburse the County for any work required by the permit that the Building Official deems necessary to complete, correct or otherwise undertake for the public safety, because of failure on the part of the Principal, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

PROVIDED, HOWEVER, that the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or modification of the permit or the work to be performed thereunder shall in any way affect its obligation on this bond and it does hereby waive notice of any such change, extension of time, alteration or modification of the permit or of the work to be performed thereunder; and

PROVIDED, FURTHER, that in case suit is brought upon the bond by the County or any other person who may bring an action on this bond, a reasonable attorney's fee, to be fixed by the Court, shall be paid by the Principal or Surety.



Grading Permit Surety Bond

County of Orange

Acknowledgement

It is understood that the liability of the principal and surety upon this bond is a continuing obligation and shall be in effect from the date hereof until the completion, to the satisfaction of the County of Orange of all the terms and conditions of said Grading Permit, or in the event of a change in ownership prior to the completion of the grading and the new owner selects to secure a new permit and post a new bond for the completion of the grading work, than this obligation shall be void; otherwise to remain in full force and effect.

IN WITNESS WHEREOF, the Principal and Surety have caused these presents to be duly signed, sealed and dated this _____ day of _____, 20 _____

(ATTACH ACKNOWLEDGEMENT)

PRINCIPAL

By: _____

By: _____

(ATTACH ACKNOWLEDGEMENT)

SURETY

By: _____

ATTORNEY IN-FACT

Address: _____

(This bond must be acknowledged both as to principal and surety before a Notary Public)

FOR DEPARTMENT USE ONLY

Permit #: _____	Legal description and ownership compared with the Grading Permit application and found to be identical. By: _____ PLAN CHECKER	Approved as to Form _____, 20 _____
Date: _____	Receipt #: _____	Attorney By: _____ DEPUTY



Grading Permit Security Requirements

County of Orange

CASH BOND FORM

I. INSTRUCTION FOR COMPLETING CASH BOND FORM:

- a) Use of this form requires deposit of cash or Cashiers Check made payable to the County of Orange. Personal checks are not acceptable
- b) Attach Acknowledgment (see below)
- c) After grading counter staff has approved and completed the receipt form, submit cash or Cashier's Check, Cash Bond form and receipt form to cashier

II. ACKNOWLEDGEMENT REQUIRED:

- a) Notarization for signature of Principal and/or signature of authorized officer of Principal

III. DEFINITIONS:

Principal – Person depositing cash or providing Cashier's Check

Grading Permit Application Number – An eight (8) digit number prefixed by GA or GB

Address – The job address where the work is to be performed under the Grading Permit

Amount – U.S. Dollar bond amount

Date – Self Explanatory

Principal (Notarized signature) – Signature of principal; Signature must be notarized. (See Item II above, acknowledgement required)



Grading Permit Cash Bond

County of Orange

This agreement is entered into between _____, hereinafter referred to as "Principal" and the County of Orange, or its assigns hereinafter referred to as "County", to insure the completion of grading required by Grading Permit Application # _____ at _____.

NOW, THEREFORE, IT IS AGREED that:

1. Principal does herewith post a cash bond in the amount of _____ dollars for which County acknowledges receipt.
2.
 - a. If Principal complies with all provisions of "the County of Orange Grading and Excavation Code" Article 8 Division 1 of Title 7 of the Codified Ordinances of the County of Orange, commencing with Section 7-1-800 thereof; and other applicable laws and ordinances; and
 - b. Complies with all of the terms and conditions of the permit for excavation or fill to the satisfaction of Building Official; and
 - c. Completes all work contemplated under the permit within the time limit specified in the permit, and any extension or extensions thereof, or completes the work to a safe condition satisfactory to the Building Official, the cash bond shall be released.
3.
 - a. If Principal fails to comply with the aforementioned requirements, the Building Official may order the work required by the permit to be completed or put in a safe condition to his satisfaction.
 - b. The cash bond shall be used as necessary to pay for the completion of this work. After completion of the work, any funds remaining in this bond shall be refunded to Principal.
 - c. If the cost of the work exceeds the amount of this bond, Principal hereby agrees to reimburse County for such excess costs.
 - d. Principal agrees that if County brings suit to collect for the work contemplated by this permit that the reasonable attorney's fees as fixed by the Court, shall be paid by the Principal.

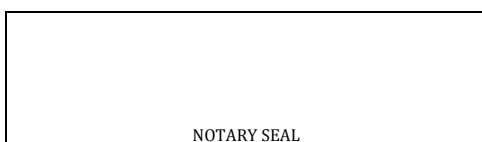
***NOTE: "Cash" shall be either cash or Cashier's Check. No personal checks will be accepted.**

Date: _____

Principal (Notarized Signature)

State of California)ss.
County of _____)

On _____ before me, _____ a Notary Public personally appeared _____ personally know to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she authorized capacity, and that by hi/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.



WITNESS my hand and official seal.

Signature of the Notary